

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2010 – 0002

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to the “Staffing” Section of the HR Handbook

Issue Date: March 16, 2010

This is to advise that the “Staffing” section of the HR Handbook has been updated with the following changes:

Updated the document “*Veteran’s Preference Point Quick Sheet*” with a link to a document which describes accepted war periods. This document can be found within “*Quick Sheets*” under ***Section 3 – LA Careers***;

Added clarification to the *Reassignment and Position Change* rule explanation;

Added information about using HRInfo!--Job Information and Test Finder to retrieve an EEO code to the *Determining Professional Level* section;

Edited the *Change in Duty Station* section to define “geographical area”.

REASON FOR THE CHANGE: These updates were made to ensure that the Staffing section of the handbook is up-to-date with current information, policies, and procedures.

If you have any questions, please contact your agency’s Staffing Assistance Consultant via email or at (225) 342-8536.

Sincerely,

s/Shannon S. Templet
Director